



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

Larry Hogan, Governor - Boyd Rutherford, Lt. Governor - Van Mitchell, Secretary

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MEMORANDUM

DATE: July 14, 2015 **CCPC HO Memo #15-17**

TO: Health Officers
CRF Cancer Program Directors, Coordinators and Staff
SAHC CRF Program Directors, Coordinators, and Staff

FROM: Cindy Domingo, Program Manager
Cigarette Restitution Fund Programs Unit, Center for Cancer Prevention and Control

RE: Teleconference: on CRF Cancer Programs – Wednesday, July 15, 2015

Attached is the agenda for the Teleconference on **Wednesday, July 15, 2015**, from 10:00 -12:00 p.m.

If there are problems, we will send out an e-mail notifying you about what is happening, so please check your e-mail. If you have any trouble dialing into the audio-conference call, contact DHMH Teleconference Services at (410) 767-5108 and a staff member will assist you. You may connect into the conference call **as early as 9:55 AM, NOT SOONER, PLEASE.**

Conference Call Procedures: PLEASE GO SLOWLY AND FOLLOW THE PROMPTS

- A. Dial in to the following “Meeting Place” dial in number: 1-415-655-0003**
- B. Enter the Access code: 640 628 389-** Call in no sooner than 9:55 a.m.
- C. Please avoid calling in from a cellular device.** If you are unable to participate via a landline, all cellular devices must be muted to prevent feedback that makes portions of the call inaudible to all.
- D. Please turn your phone to MUTE** unless asking a question at the teleconference.
#5 can be used from your cellular and land lines to **MUTE** your phone once you have called in. To **UNMUTE**, hit #5 again.
- E. Please do not place call on hold** if you must step away briefly, or we will hear your music.

cc: D. Gugel
M. Spencer
S. Hokenmaier/ C. Lewis

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CRF-Cancer Prevention Education Screening and Treatment Teleconference
DHMH Center for Cancer Prevention and Control
Wednesday, July 15, 2015, 10:00 AM-12:00 PM

Agenda

1. Announcement/Center for Cancer Prevention Updates (Cindy)

- **Chronic Disease Conference:** Registration is open for the Inaugural Chronic Disease Conference hosted by DHMH on **September 8, 2015** at Martin's West.
 - The conference will identify best practices, examine existing barriers, and develop a roadmap for future programs in Maryland. The core focus of the Conference will be the four CDC Chronic Disease Domains-Epidemiology/Surveillance; Environmental Approaches; Health Care System Interventions and Community Programs Linked to Clinical Services.
 - To register and for more information on the conference including the final full agenda and information on presenters, please visit the Maryland Chronic Disease Conference website at:
<http://phpa.dhmh.maryland.gov/cdp/SitePages/Maryland%20Chronic%20Disease%20Conference.aspx>

2. Surveillance and Evaluation (SEU) Unit Updates (Maria-Theresa Okafor, Lorraine Underwood)

- End of Year “Performance Measure Action Plan”
 - The Performance Measure Action Plan will be e-mailed to programs on **July 15, 2015**.
 - The Performance Measure Action Plan is part of your **FY 2015** End of Year Progress Report (Health Officer Memo 15-15) and should be submitted with your Narrative and Budget on **July 31, 2015**.
 - Directions to complete the Performance Measures and contact information will be provided in the e-mail.
- Client Information Deletion Request Form (See Attachments #1)
- Updated Database Access Request Form (See Attachment #2)
- EDB Help Email (See Attachment #3, revised CRF-CPEST/SEU organizational chart)
 - Please send all EDB help requests to dhmh.edbhelp@maryland.gov and include a subject line that clearly conveys your help topic.
 - Tip: Add dhmh.edbhelp@maryland.gov to your address book for easy reference.
- EDB and Outreach Webinar Training
 - Save the Date: **August 6, 2015** (additional details forthcoming via email)
 - Webinar objective: To provide overviews of the EDB and outreach data as it relates to the Cigarette Restitution Fund Program goals and objectives.
 - Webinar audience: New outreach and health education workers and those seeking to refresh their EDB knowledge
 - If you are interested in attending, send an e-mail to dhmh.edbhelp@maryland.gov. Include EDB Training in the email subject line, and your program name, staff name, title, and contact information (e-mail address and phone #) in the body of the email.

3. Administrative and General CRF Program Updates

- FY15 Federal Poverty Guidelines (FPL)
 - Health Officer Memo 15-16 (Attachment #4) provides the Calendar Year 2015 Federal Poverty Guidelines.
 - The information provided shows the calculation at 250% of the FPL.
- Important Due Dates: The calendar of CRF-CPEST program due dates have been updated. (Refer to Attachment #5)
- Grant Review: We are in the process of sending programs Grant Review Comments.
 - As you receive your Grant Review Comment form, we request that you respond in the “comments” section of the Grant Review Comment form to either approve suggested revisions or to make other revisions or notations.
 - Any documents you have revised or edited should be re-submitted to Cindy Domingo and Dwayne Selph.
 - For any questions you may have, you may contact :
 - Cindy Domingo: Cindy.Domingo@Maryland.Gov or 410-767-5123
 - Dwayne Selph: Dwayne.Selph@Maryland.Gov or 410-767-5139.

Future monthly teleconferences are scheduled for the third Wednesday, 10:00 a.m. to 12:00 noon, unless advised otherwise, of each month in 2015 calendar year:

August 19, September 16, October 21, November 18, December 16

For information on other Center for Cancer Prevention and Control Programs, please see contact list below.

Breast and Cervical Cancer Program and Colorectal Cancer Control Program:

Dawn Henninger – 410-767-5141, Dawn.Henninger@Maryland.gov

Breast and Cervical Cancer Diagnosis and Treatment Program:

Patricia Harvey – 410-767-5738, Patricia.Harvey@Maryland.gov

Maryland Cancer Fund:

Sandra Buie-Gregory – 410-767-6213, Sandra.Buie-Gregory@Maryland.gov

Maryland Cancer Registry:

Kimberly Stern – 410-767-5521, Kimberly.Stern@Maryland.gov

Maryland Comprehensive Cancer Control Program:

Meredith Truss -410-767-5641 or Meredith.Truss@Maryland.gov